

## General Terms & Conditions

1. The selection of the candidates will be in accordance with the performance in the interview and in order of merit as decided by the Interview Committee. All original documents should be produced at the time of interview. The decision of the Institute's Committee in all matters relating to eligibility, work experience, acceptance or rejection of application will be final and binding on the candidates and no enquiry or correspondence will be entertained from any individual.
2. The candidates are required to submit their completed application forms in PDF format, with accompanying attachments by email (with subject line: **"Application for the post of \_\_\_Office Assistant\_\_\_\_\_ in WII-UKFD-ZSL Project "Supporting trans-boundary recovery in India and Nepal"**) to [registrarpr@wii.gov.in](mailto:registrarpr@wii.gov.in) not later than 1700 hrs on **10<sup>th</sup> June 2022** .
3. A hard copy of the application along with attachments (with subject line: **"Application for the post of \_\_\_Office Assistant\_\_\_\_\_ (post name) in "Supporting trans-boundary recovery in India and Nepal project"**) should be compulsorily sent to **The Registrar, Wildlife Institute of India, Chandrabani, Dehradun 248001, Uttarakhand** by post/courier, which should be received in our office not later than 1700 hrs on **10<sup>th</sup> June 2022**.
4. **The applications received after the deadline will be rejected by the Institute.**
5. Application forms needs to be typed according to the prescribed format and must be accompanied by self-attested: (a) Scanned copies of educational qualifications, and (b) Scanned copies of experience letter/ certificate, failing which applications will not be considered.
6. If a candidate is applying for more than one post, separate applications have to be submitted for every post applied for.
7. Mere fulfilment of the minimum advertised qualifications and experience requirement DOES NOT automatically entitle an applicant to be called for interview.
8. The shortlisting of candidates will be based on a combination of Essential and Desirable Qualifications mentioned in the advertisement. The shortlisted

candidates will be notified (through email and website notification) for online/personal interview.

9. At the time of verification of original documents, if it is found that an attempt has been made by the applicant to wilfully conceal, misrepresent or canvass the facts, his/her candidature will not be considered.
10. The positions advertised are purely temporary/ contractual for the project period only and will stand abolished after completion of the project.
11. The tenure in the project will be governed by the Institute's rules and regulations
12. Relaxation in Age will be given as per Govt. of India norms
13. After announcement of the results, the candidate should join the project immediately.
14. The headquarters for the above posts would be the various field sites in remote areas or at the Wildlife Institute of India (WII), Dehradun. The selected candidate would be liable to serve at any field location or task decided by the Institute as per functional needs.
15. The initial offer of appointment will be for one year which would be extended depending upon annual performance assessment, functional needs of the project, and availability of project funds and upto project tenure.
16. The Director, WII reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

**Registrar**  
**Wildlife Institute of India**